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C A R E E R E X E C U T I V E A S S I G N M E N T

AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

E X A M I N A T I O N A N N O U N C E M E N T

Department: SECRETARY OF STATE
Position Title: CHIEF, POLITICAL REFORM DIVISION
Final File Date: FEBRUARY 2, 2007
Level: 2
Salary Range: \$7,558 - \$8,333

Duties and Responsibilities:

Under general direction, the incumbent directs the Secretary of State's Political Reform program of highly visible/intricate/sensitive lobbying and campaign reporting/publication/compliance mandates affecting public disclosure/regulation. Responsible for development/implementation of program policy, the incumbent acts as the subject-matter expert and represents the Secretary of State on political reform matters before the Fair Political Practices Commission and in public forums, meetings with elected officeholders, the media, lobbying entities, and other national, state and local governmental agency representatives. As principal advisor to the Secretary of State on political reform issues, the incumbent formulates recommendations for new legislation and provides testimony before the Legislature and the Fair Political Practices Commission. Responsibilities include:

- Planning/directing workload activities and coordinating program activities affecting other state/local government agencies;
- Testifying before the Fair Political Practices Commission and the Legislature regarding program and impact of proposed changes on division operations and workload;
- Developing/implementing liability assessment/waiver review policies/procedures for persons filing late lobbying and campaign disclosure documents and reviewing complex waiver requests;
- Establishing measures to enhance public/filer services and program information access, developing proposals to increase electronic filing use and posting to the Internet of all lobbying and campaign registration and disclosure data, and ensuring operational support for immediate access to filing systems and public display of filed data;
- Developing statistical workload/budget materials to promote economy and efficiency while administering operating budget;
- Directing personnel activities to establish/maintain an organizational structure to meet demands of an ever-changing, diverse, and complex work environment;
- Developing legislative proposals to: emphasize the public's right to know by providing broader dissemination/more convenient access to disclosure information; clarify reporting requirements; and increase frequency of disclosure of relevant information to the public.

Minimum Qualifications:

Applicants must meet the following minimum qualifications:

Either I

Must be a civil service employee with permanent civil service status.

Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code, Section 18990.

Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code, Section 18992.

Also, applicants must satisfy the following minimum qualifications:

- A. Ability to perform high level administrative and policy influencing functions effectively. Such overall ability requires possession of most of the following specific knowledge and abilities.

1. Knowledge of the organization and functions of California state government including the organization and practices of the Legislature and the Executive Branch; principles, practices and trends of public administration, organization and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development, personnel management techniques, the department's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program and the processes available to meet such objectives.
 2. Ability to plan, organize and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive branches; analyze sensitive and complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the Department's affirmative action objectives.
- B. These knowledges and abilities are expected to be obtained from the following kinds of experience (experience may have been paid or volunteer, in State service, other government settings or in a private organization).

Supervisory/administrative experience in a line of staff activity, including the execution and/or evaluation of program policies.

- C. Where highly technical professional qualifications are of primary importance in performing the duties of a given C.E.A. position, then the above-required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy and method of providing those professional services.

Examination Information:

The examination process will consist of a Statement of Qualifications evaluation. The Statement of Qualifications will be used to evaluate education and experience as it relates to the "Evaluation Criteria" listed below. The evaluation will constitute 100% of the candidate's score. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. All applicants will be notified of the results of this examination.

Hiring interviews may be conducted with only the most qualified candidates if it is deemed necessary to make a selection.

The results of this examination may be used to fill subsequent vacancies provided that: The vacancy occurs within the next 12 months; the vacancy is in this or a closely related area/specialty; the level of the vacancy is at or below that which is being tested; or a new examination may be scheduled.

Evaluation Criteria:

The Statement of Qualifications should indicate total years of experience (and civil service classification, if applicable) performing each of the factors in the evaluation criteria. **Candidates should describe in detail their experience relevant to each of the factors listed below, examples should be provided to justify the experience described.** The statement shall be no more than two pages in length and should include any relevant education, training and/or certificates earned that would contribute to the applicant's success in the position. The factors that will be utilized in the evaluation are:

1. Experience interpreting and applying provisions of the Political Reform Act.
2. Strong management and leadership skills and the demonstrated ability to function effectively as a member of a top management team.
3. Solid communication skills and the ability to effectively represent a Department/Agency before a wide range of audiences.
4. The ability to develop creative and innovative solutions to a wide variety of management problems.

Statement of Qualifications:

A Resume is optional and **DOES NOT** take the place of the Statement of Qualifications. Application packets received without a clearly titled Statement of Qualifications will be eliminated from the entire examination process.

Filing Instructions:

All interested applicants must submit:

- A signed standard state application (Form 678) with civil service titles and dates of experience.
- A Statement of Qualifications. The Statement of Qualifications is a discussion of the candidate's education and experience that would qualify him/her for this position, related to the Evaluation Criteria.

All materials should be submitted to:

Secretary of State
ATTN: Michael Green
1500 - 11th Street, Suite 475
Sacramento, CA 95814

Application packets must be postmarked **no later than** the final file date of **Friday, February 2, 2007**. Application packets personally delivered, or received via interoffice mail after 5:00 p.m. on the final filing date will not be accepted. Please include the names and telephone numbers of at least two references. Questions concerning this examination should be directed to Michael Green, Human Resources Analyst at (916) 653-6354.